



California  
Department of  
Health Services

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Director

State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

Date: July 1, 2004

**PPL No. 04-004**

TO: Local Educational Consortia and  
Local Governmental Agency Coordinators for  
Medi-Cal Administrative Activities

SUBJECT: Notification of LEC/LGA MAA time survey quarters for LEAs claiming  
MAA for fiscal year 2004-2005

This Policy and Procedure Letter (PPL) is notification of the designated time survey weeks for fiscal year (FY) 2004-2005 for Local Educational Agencies (LEAs). The time survey results are used to determine the percentage of time spent on allowable Medi-Cal Administrative Activities (MAA).

The time survey weeks are:

- Quarter 1 – September 24-30, 2004, excluding Saturday and Sunday.
- Quarter 2 – November 2-8, 2004, excluding Saturday and Sunday.
- Quarter 3 – February 7-11, 2004,
- Quarter 4 – April 20-26, 2004, excluding Saturday and Sunday.

LECs/LGAs must use the official LEA MAA Time Survey form. It is available to download at [www.dhs.ca.gov/maa](http://www.dhs.ca.gov/maa).

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Local Governmental Agency Coordinators for  
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If you have any questions concerning this PPL, please contact Ms. Carlene Hess, Chief of the Administrative Claiming Operations Unit, at (916) 552-9618 or by email at [Chess@dhs.ca.gov](mailto:Chess@dhs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY ELIZABETH TOUHEY**

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